

### **State Supplement to SSI**

Department of Social Services  
Division of Economic Assistance  
State Supplement to SSI  
700 Governors Drive  
Pierre, SD 57501

Your payment will be available in your account on or about the 20<sup>th</sup> of each month. Call 605-773-4678 if you have any questions or concerns.

### **Child Care Provider Payments**

Department of Social Services  
Division of Child Care Services  
700 Governors Drive  
Pierre, SD 57501

Your Remittance Advice will continue to be mailed (or emailed) on a regular basis. Call 1-800-227-3020 if you have any questions or concerns.

### **Adult Services & Aging Provider Payments**

Department of Social Services  
Division of Adult Services & Aging  
700 Governors Drive  
Pierre, SD 57501

Your Remittance Advice will continue to be mailed each Thursday. Call 605-773-3656 if you have any questions or concerns.

### **Low Income Energy Assistance Vendor Payments**

Department of Social Services  
Division of Economic Assistance  
206 W. Missouri Ave  
Pierre, SD 57501-4517

Your Vendor Paid Claim Report will continue to be mailed each Friday. Call 1-800-233-8503 if you have any questions or concerns.



Visit Us Online at:

[www.state.sd.us/social/social.html](http://www.state.sd.us/social/social.html)

#### **DSS Nondiscrimination Policy:**

It is the policy of the Department of Social Services (DSS) to make sure that applications for program benefits and services are made available to everyone and that program benefits are granted to all who meet eligibility standards. DSS staff, programs and policies must not discriminate against clients or applicants for services because of race, color, sex, age, disability, religion and national origin. DSS must also provide fair and equal access to all of its programs and services for people with disabilities; this includes both physical access to buildings and access to programs and services. To file a complaint of discrimination write: DSS Division of Legal Services, 700 Governors Drive, Pierre, SD 57501-2291 or call: (605) 773-3305. If you have a question regarding program services, please contact your nearest DSS office.

# Direct Deposit



## A Convenient Way to Receive Your State Government Benefits or Payments

**South Dakota  
Department of Social Services**

**Direct Deposit Enrollment and Authorization**  
**SD Department of Social Services**

I want the Department of Social Services to deposit my cash benefit or payments into my personal account in the financial institution listed below.

**PERSONAL INFORMATION (Please Print)**

Name (Last, First, Middle)			
Street Address	City	State	Zip
Daytime Telephone		Social Security Number	

Disclosure of the Social Security number is requested for the purpose of ensuring correct identification of individuals.

**FINANCIAL INSTITUTION INFORMATION (Please Print)**

Financial Institution Name			
Street Address	City	State	Zip
Financial Institution Routing Number		Account Number	

**ACCOUNT TYPE (Check One)**

<input type="checkbox"/> Checking:	Attach a <b><u>voided, blank check</u></b> from the checking account to which the direct deposit will be made. Your name must appear on the account.
<input type="checkbox"/> Savings:	Attach a <b><u>letter from your financial institution or a savings deposit slip</u></b> with your name, address, the financial institution's routing number, and your personal account number. The letter must be on financial institution letterhead or a preprinted form and signed by a financial institution representative. Your name must appear on the account.

**PROGRAM FOR WHICH YOU ARE REQUESTING DIRECT DEPOSIT (Check One)**

<input type="checkbox"/> State Supplement to SSI	<input type="checkbox"/> Low Income Energy Assistance Vendor Payments
<input type="checkbox"/> Child Care Provider Payments	<input type="checkbox"/> Adult Services & Aging Provider Payments

**AUTHORIZATION**

I authorize the Department of Social Services to credit my payments to the above account and, if necessary, reverse any incorrect payments made in error. I acknowledge that a new enrollment form must be completed if I choose to change financial institutions or account numbers. I further acknowledge that I must notify the Department of Social Services immediately, in writing, if my account is closed.

Signature	Date
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**Convenient ~ Safe ~ Efficient ~ Secure ~ Confidential**

**Direct Deposit Enrollment**

**What is Direct Deposit?**

Direct Deposit is the electronic deposit of your cash benefits or payments into your bank account. This replaces a paper check.

You should enroll in Direct Deposit if you receive the following benefits:

- State Supplement to SSI
- Child Care Provider Payments
- Adult Services & Aging Provider Payments
  - Adult Day Care
  - Adult Foster Care
  - Homemaker/Nursing
  - Respite Care
- Low Income Energy Assistance Vendor Payments

**When will I receive my Direct Deposit?**

Payments will be received at your bank within 2 to 3 business days after the program applies the payment. The direct deposit payments will be received no later than you would have normally received your check by mail. Direct deposits show up as **CITIBANK SD DSS** on your bank statement. For more information on when your cash benefits or payments will be deposited into your bank account, contact the DSS program issuing your payments.

**How will I benefit from using Direct Deposit?**

- You can avoid trips to the bank to deposit paper checks.
- No more worrying about lost/stolen checks.
- You can be sure that your payments will arrive on time, every time. Direct Deposit eliminates delays due to weather or postal sorting.
- Cash benefits or payments can be deposited into your current checking or savings account.
- You can withdraw cash benefits or payments by writing checks against your checking account, withdrawing money from your savings account, or withdrawing cash at an ATM machine.

**How do I sign up for Direct Deposit?**

- If you do not have a bank account, you will need to open a checking or savings account.
- Complete the attached enrollment form.
- Return the enrollment form and all required verifications, as listed on the enrollment form, to the address of the DSS program issuing your payments.
- The DSS program addresses are provided on the next page of this brochure.